

Submitting a Safe Assignment

There are two sets of directions in this document. The first directions are text only. The second set has screen shots. Choose the set that best suits your learning needs. Screen shots are on page 2.

Text-only Instructions

Submitting a Safe Assignment

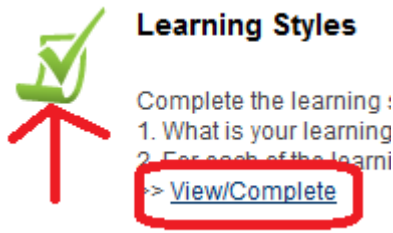
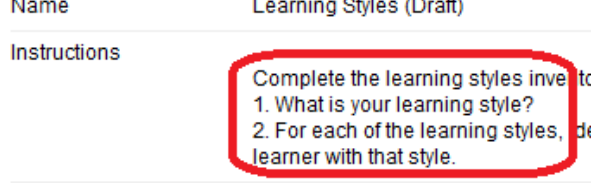
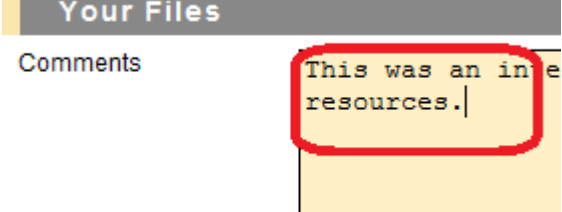

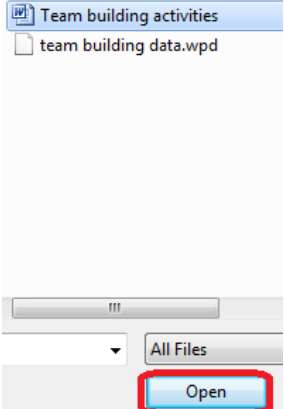

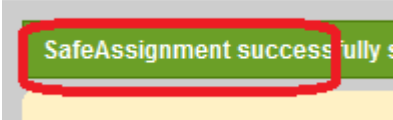
1. Go to the area of your course where the instructor has placed the Safe Assign assignment. You can recognize a Safe Assignment by the icon, a green check mark. Click on the View/Complete hyperlink.
2. Read the Assignment Information (Name and Instructions).
3. If you wish, you can post a comment to your instructor in the Comments textbox.
4. Click Browse to find the file that you wish to submit.
5. Select the file you wish to submit and click Open.
6. Click Submit
7. A green banner will appear at the top of the screen to tell you that the SafeAssign was successfully submitted.

Viewing a Safe Assign Report

NOTE: It is up to your instructor to allow a draft to be seen using Safe Assign. Some instructors may not allow this option.









1. Wait for a while after you have submitted your paper, then return to the page where you submitted your assignment. Click on View/Complete hyperlink.
2. On the new screen, look in the Submitted Work section. There you can see the % of work that matches work found online or in the data bank and you can click on the icon under SA Report to see the report.
3. In the report, you can see Suspected Sources identified. If you wish, you can click the magnifying glass to highlight all suspected notes.
4. As you scroll down through the Paper Text section, you will be able to see any suspected sources. Keep in mind that if these sources are properly cited, there is no problem with your assignment.
5. If you would like additional help understanding the report, scroll to the top of the screen and click "Help". This will take you to page that explains each component of the report.
6. When you are done with the SafeAssign Report, click Close at the top-right of the screen.

Submitting a Safe Assignment

<p>Step One</p> <p>Go to the area of your course where the instructor has placed the Safe Assign assignment. You can recognize a Safe Assignment by the icon, a green check mark. Click on the View/Complete hyperlink.</p>	 <p>Learning Styles</p> <p>Complete the learning : 1. What is your learning 2. For each of the learni</p> <p>> View/Complete</p>
<p>Step Two</p> <p>Read the Assignment Information (Name and Instructions).</p>	 <p>Name Learning Styles (Draft)</p> <p>Instructions</p> <p>Complete the learning styles invento 1. What is your learning style? 2. For each of the learning styles, de learner with that style.</p>
<p>Step Three</p> <p>If you wish, you can post a comment to your instructor in the Comments textbox.</p>	 <p>Your Files</p> <p>Comments</p> <p>This was an inte resources.</p>
<p>Step Four</p> <p>Click Browse to find the file that you wish to submit.</p>	 <p>Browse...</p>
<p>Step Five</p> <p>Select the file you wish to submit and click Open.</p>	 <p>Team building activities team building data.wpd</p> <p>All Files</p> <p>Open</p>
<p>Step Six</p> <p>Click Submit</p>	 <p>Submit</p>
<p>Step Seven</p> <p>A green banner will appear at the top of the screen to tell you that the SafeAssign was successfully submitted.</p>	 <p>SafeAssignment successfully s</p>

Viewing a Safe Assign Report

NOTE: It is up to your instructor to allow a draft to be seen using Safe Assign. Some instructors may not allow this option.

<p>Step One</p> <p>Wait for a while after you have submitted your paper, then return to the page where you submitted your assignment. Click on View/Complete hyperlink.</p>	<div><h3>Learning Styles</h3><p>Complete the learning style</p><ol style="list-style-type: none">1. What is your learning styl2. For each of the learning s<div>>> View/Complete</div></div>						
<p>Step Two</p> <p>On the new screen, look in the Submitted Work section. There you can see the % of work that matches work found online or in the data bank and you can click on the icon under SA Report to see the report.</p>	<table><thead><tr><th>File</th><th>Matching</th><th>SA Report</th></tr></thead><tbody><tr><td></td><td><div>28%</div></td><td><div></div></td></tr></tbody></table>	File	Matching	SA Report		<div>28%</div>	<div></div>
File	Matching	SA Report					
	<div>28%</div>	<div></div>					
<p>Step Three</p> <p>In the report, you can see Suspected Sources identified. If you wish, you can click the magnifying glass to highlight all suspected notes.</p>	<div><h3>Suspected Sources</h3><p>Click on a source to view the ori in the text below.</p><div><div> Highlight All</div><div>Unhighlight All</div></div><div><div>1</div><div><input type="checkbox"/></div><div>http://www.ask.com/wiki/Te</div></div><div><div>2</div><div><input type="checkbox"/></div><div>http://www.stirlingaustin.co</div></div></div>						
<p>Step Four</p> <p>As you scroll down through the Paper Text section, you will be able to see any suspected sources. Keep in mind that if these sources are properly cited, there is no problem with your assignment.</p>	<p>Select the file you wish to submit and click Open.</p> <p>Step Six</p> <p>Click Submit</p> <p>Step Seven</p> <p>A green banner will appear at the top of the screen to tell you submitted.</p> <div><div>1</div><div>Team building is not to be confused with "team recreation" strictly recreational. Teambuilding is an important factor in any bringing out the best in a team to ensure self development, p the ability to work closely together as a team to problem solv</div></div> <div><div>2</div><div>Work environments tend to focus on individuals and personal the achievements of individual employees. 2. How to create</div></div>						
<p>Step Five</p> <p>If you would like additional help understanding the report, scroll to the top of</p>	<div><div>Help</div><div>Close</div></div>						

the screen and click "Help". This will take you to page that explains each component of the report.	
<p>Step Six</p> <p>When you are done with the SafeAssign Report, click Close at the top-right of the screen.</p>	